

Procurement - Getting quotes: Appendix C: Total project cost over £10,000 (£20,000 in Scotland) (exc. VAT)



War Memorials Trust

Introduction

For projects with a total project cost over £10,000 in England, Northern Ireland and Wales and £20,000 in Scotland, the requirements of the Public Procurement Regulations become more complex. WMT encourages all projects of this size to discuss their projects in advance and throughout the process by [contacting us](#). Working together can help identify issues or problems early and resolve them.

Remember the fees for your conservation-accredited professional advisor can be included in your overall project costs and grant funding can contribute to these.

If your project is likely to cost more than £50,000 WMT will seek to arrange an early site visit at which procurement can be discussed.

To help you further information can be found in WMT's helpsheet [Procurement - Getting quotes and finding the right contractor or conservator](#).

Minimum requirements

For a project of this size the minimum requirement is that you will need to employ a conservation-accredited professional advisor and follow a formal tender process.

The professional will

- prepare a specification, schedule of works and drawings
- advise you on advertising your project works so that contractors can submit their expressions of interest
- obtain tenders on your behalf

You should

- ensure you understand the type of professional advisors you need. If you are unsure [contact WMT](#)
- use the example letter provided by WMT [Invitation to quote for conservation-accredited professional advisors](#) to get quotes from professional advisors
- highlight to your professional advisor the example letter provided by WMT to obtain tenders [Invitation to tender for contractors or conservators](#) and other documentation around [procurement on WMT's website](#)
- ensure if you follow Price/Quality criteria option your professional advisor uses the [Price-Quality evaluation scoresheet](#)
- ensure all paperwork associated with selecting your professional advisor and your contractor or conservator are returned with your Application Form

Please note that this helpsheet is intended to offer informal advice and is a distillation of experience. The information contained in this helpsheet is not exhaustive and other sources of information are available.

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